

Wilcannia Central School

Cleaton Street

WILCANNIA. 2836

Ph. 08 80 915 801

Fax: 08 80 915 026

###### Ivanhoe Central School

Columbus Street

IVANHOE 2878

Ph: 02 6995 1108

Fax: 02 6995 1290

**Menindee Central School**

Menindee St

MENINDEE, 2879

Ph: 0880914409

Fax: 0880914377

**Attendance Warning Letter (20 missed lessons)**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

This notice is to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(student) has missed 20 lessons in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject). Your child is not meeting course requirements. This is the fourth step in the Wilvandee Attendance Policy. (see attachment) An official warning letter has been issued and a second meeting needs to be organised between caregiver/student/teacher/executive to discuss this matter. Someone from the school will be in contact with you in the near future to organise this. Your child has the chance to redeem themselves by attending 10 consecutive lessons and complete all outstanding work listed, however if they fail to do this the warning letter will stand. Please consider if a student receives 2 warning letters an N-Determination can be issued.

Please sign and return to the school the attached form. Should you have any questions about this, please contact the school coordinator, course teacher or Head Teacher / Principal as soon as possible.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Coordinator ( \_\_\_\_\_\_\_\_ ) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal /H. Teacher ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) Date

**PARENT/GUARDIAN ACKNOWLEDGEMENT OF POOR ATTENDANCE**

I understand that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student) has missed 20 lessons and is not meeting course requirements in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (subject) and that a formal warning letter has been issued. I also understand that it is necessary for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student) to attend all lessons in future or further actions will be taken which may lead to an N-Determination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Date